

# WORKFORCE TRAINING FUND TRAINING GRANT NARRATIVE REPORT

(Submit with 2<sup>nd</sup> and 3<sup>rd</sup> Payment Requests)

*This form must be filled out by a designated **company employee**.*

<b>Grant Recipient:</b>	<b>Date Submitted:</b>
<b>Reporting Period (from):</b>	<b>To:</b>

1. **Please describe the grant activities that have taken place during this reporting period.** (Refer to the training modules as listed in your grant)

2. **Please identify any significant achievements related to the grant during the reporting period.** (If a training module has been completed, how has the success of the training been measured? If training is ongoing, identify any achievement you feel may be related to the grant goals and objectives)

- 3. Is training proceeding as planned? If not, please identify any difficulties or problems related to the grant during the reporting period.** (Any problems should be discussed with your field representative prior to completing this section)

- 4. Please discuss planned project activities for the next reporting period.** (Please note that no training changes can take place in any grant activity without prior approval)

**Preparers Name** \_\_\_\_\_

**Title** \_\_\_\_\_

**Phone** \_\_\_\_\_

**Date** \_\_\_\_\_

**Signature** \_\_\_\_\_